

SUFFOLK COUNTY DOWNTOWN REVITALIZATION GRANT

2022 ROUND (Round 20)

GUIDELINES

Developed by the
SUFFOLK COUNTY
DOWNTOWN REVITALIZATION CITIZENS ADVISORY PANEL

To provide funds to organizations working to revitalize
downtown areas in Suffolk County.



**STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE**

**NATALIE WRIGHT
COMMISSIONER**

**SUFFOLK COUNTY
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING
H. LEE DENNISON BUILDING
100 VETERANS MEMORIAL HIGHWAY
HAUPPAUGE, NY 11788
PHONE 631-853-4800**

**SUFFOLK COUNTY DOWNTOWN REVITALIZATION
CITIZENS ADVISORY PANEL, 2022**

DISTRICT	LEGISLATOR	REPRESENTATIVE
1	Al Krupski	Steven Shauger
2	Bridget Fleming	Meagan Zegarelli
3	James Mazzearella	Jon Siebert
4	Nick Caracappa	Robert Martinez
5	Kara Hahn	Jane Taylor
6	Sarah S. Anker	Charles Bevington
7	Dominick S. Thorne	Dennis Smith
8	Anthony A. Piccirillo	Rick Ammirati
9	Samuel Gonzalez	Elvin Fuentes
10	Trish Bergin	Vacant
11	Steven J. Flotteron	Doris Kennedy
12	Leslie Kennedy	Gina Coletti
13	Robert Trotta	Charles Gardner
14	Kevin J. McCaffrey	Jo Ann Boettcher
15	Jason Richberg	Michael O'Neil
16	Manuel Esteban Sr.	Jackie Merriweather
17	Tom Donnelly	Jennifer A. Casey
18	Stephanie Bontempi	Vita Scaturro
	Planning Department Representative	Matthew Kapell
	County Executive Representative	Jonathan Keyes, Chair
	Staff	Annette Brownell Matteo Reiss Ryan Wolf

The Suffolk County Downtown Revitalization Citizens Advisory Panel reviews the applications for downtown revitalization funding and makes recommendations to the County Executive and the Suffolk County Legislature for their consideration.

SUFFOLK COUNTY DOWNTOWN REVITALIZATION GRANT 2022 Round (Round 20)

APPLICATION GUIDELINES

1. **The project must be located in or adjacent to a downtown.** A downtown is that unique portion of a community that has or is striving to create a traditional “main street” business core. Concentrated commercial activity dominates the downtown area (retail and service businesses), but office and institutional uses are also usually present. Downtown development is pedestrian oriented and transit oriented, with downtowns often existing within the vicinity of a train station or transit hub. Applicants are encouraged to site their projects as close to a mode of public transit as possible to enable multi-modal access to projects and support the regionally significant priority of transit-oriented development.

In a downtown, buildings are separately owned but are closely clustered together and located very close to the street, not set back from the street. A sidewalk is all that separates most downtown buildings from the public street. On-street parking is often supplemented by off-street parking located behind the stores and in municipal parking lots. *An aerial photo and a street view photo showing the project location must be attached to the application.*

2. **The project must provide economic benefits to the surrounding downtown area.** Participating projects of the Suffolk County Downtown Revitalization Grant program must be shown to have the potential to benefit the downtown area surrounding the project site economically and environmentally. Project applicants are especially encouraged to give consideration to siting improvement projects in or near economically distressed communities or areas in order to maximize the potential positive impact of revitalization projects. “Economic distress” can be gauged through such measures as median household income, unemployment rate, percent of a population with less than a high school degree, percent below the poverty line and percent of a population without health insurance, among others.

Potential DTR projects are also highly recommended to show their potential to environmentally benefit their surrounding communities. Environmental sustainability can be achieved through a multitude of methods, such as expanding open space, conserving energy, addressing stormwater runoff, improving air quality and providing natural habitats. With most participating projects proposed as physical infrastructure improvements, applicants are especially encouraged to consider opportunities for incorporating [green infrastructure and green street](#) strategies into their project designs. Green infrastructure includes such improvements as rain gardens, permeable pavements, bioswales, planter boxes and street trees, among others. Please refer to the [Suffolk County Guide to Downtown Revitalization Best Practices](#) for more information on green infrastructure.

3. **The project must be a capital improvement project and the funding request must be at least \$10,000.** Applications will be accepted for full or partial funding of significant capital projects, including but not limited to:
 - Public parking facilities
 - Curb, sidewalk, or roadway construction
 - Pedestrian walkways

- Street lighting
- Public restrooms
- Disabled accessibility
- Sewer systems and drainage
- Renovation of existing structures
- Cultural facilities

The panel will **NOT** consider applications for the purchase of property, maintenance work, trash receptacles, banners, flowers, microphones, benches or for items that do not have long-term improvement impact. The project life-span must be at least 15 years. In addition, grant funds cannot be used for operating expenses such as salaries, office supplies, office equipment, or advertising.

4. **Applications must be submitted by a Chamber of Commerce or comparable business organization, or civic beautification organization in partnership with a municipality.** Examples of an eligible applicant include a Business Improvement District (BID), Chamber of Commerce, Civic Association, Beautification Society, Historical Society, or Local Development Corporation (LDC).
5. **The project must be located on municipally owned property.** Projects must be located on property owned by Suffolk County or the Federal, State, Town, or Village government. If the project is located on property not owned by Suffolk County, the application must include a resolution stating that the owning governmental entity will provide Suffolk County a fee ownership interest in, an easement on, or a lease of the property. For projects on New York State or federal property, the partnering municipality must assist the County in obtaining the required permit.
6. **The applicant must partner with a municipality (town or village) in Suffolk County and a local government resolution must accompany the application.** Prior to final submission of the application, the applicant should review the application with the local partnering municipality to ensure it is accurate and complete. The sponsoring municipality must pass a resolution supporting the specific project and a resolution authorizing the execution of an inter-municipal agreement. The municipality will contract with Suffolk County for funding. *A copy of the submitted application should also be sent to the Suffolk County Legislator who represents the district in which the project is located.*
7. **The project must comply with SEQRA.** The town or village sponsoring the project is responsible for compliance with the State Environmental Quality Review Act (SEQRA). The municipality must classify the action and make the appropriate determination of significance when applicable. *Any town/village SEQRA documentation for the project should be submitted to Suffolk County as part of the application.*
8. **One or more local resolutions containing the following must be attached to the application. Please refer to the attached samples for a template.**
 - An adopted resolution from the partnering municipality supporting the specific project.
 - An adopted resolution authorizing the execution of an inter-municipal agreement with Suffolk County.
 - An adopted resolution from the partnering municipality making a SEQRA determination on the project, and the supporting Environmental Assessment Form (EAF).
 - For projects on town or village owned property, an adopted resolution authorizing the execution of an easement with Suffolk County; for projects on NYS or federally owned property, an adopted resolution from the partnering municipality stating that it must assist the County in obtaining the required easement/lease/permit/other real property interest. Please review the sample easement included in these guidelines below.

9. **Applicants must provide a basic map showing the project extent and, for projects on applicant-owned land, a written description.** For projects occurring on a tax map parcel, applicants should include a Suffolk County Tax Map with the subject parcel called out. For projects occurring within right-of-way, a map showing project extents should be included. For projects occurring on applicant-owned land, applicants must provide a written description as well. If an easement is required, this map and written description will be used to develop the Schedules for the easement.
10. **A Project Budget, Project Summary and Program Budget/Explanation of Costs (Exhibit 2) must be submitted with all applications.** The Project Budget should detail the overall costs for the proposed project. The Project Summary and Program Budget should only describe costs for the requested County funds; the Project Summary totals should equal the requested grant amount. For example, if the applicant is requesting \$40,000 in County funding for a \$100,000 project, the Project Budget should show the entire \$100,000 budget, while the Project Summary should only show where the \$40,000 in County funding would be spent. The Project Summary and Program Budget/Explanation of Costs submitted with this application will be considered a draft, and the applicant will be asked to confirm these forms after an award is made.
11. **Applicants are strongly encouraged to seek project funding from other sources besides Suffolk County.** When funds are leveraged from other sources, a more significant capital improvement project may be achieved. A letter of financial commitment from each source of funding must be attached to the application, along with financial estimates for the costs of each facet of the project. **The following will not be accepted as leveraged funds: a) the value of staff services b) the value of real estate purchases related to the application.**
12. **Timeline: ONE (1) ELECTRONIC COPY of the completed application and required attachments e-mailed to Jonathan.Keyes@suffolkcountyny.gov must be received by 4:00 pm on Friday, May 20th, 2022** in order to be considered for funding by the Downtown Revitalization Citizens Advisory Panel. The panel will review the application according to a merit-based scoring system. Based on this review, the panel will recommend to the County Executive and the Suffolk County Legislature that certain applications be funded. If funding is approved, the Department of Economic Development and Planning will administer a contract between Suffolk County and the sponsoring municipality. The sponsoring municipality will take primary responsibility for environmental review and project completion.
- Within 6 months of the notice of award from Suffolk County, the municipality must submit all documentation required to enter into a contract with the County.
 - All contracts will have a two-year term of agreement. In extenuating circumstances, at its sole discretion the County may approve a one-year extension.
13. **If you have questions about the application or the eligibility of a project, the Suffolk County Department of Economic Development and Planning can assist.**
- If you have questions, contact Jonathan Keyes by e-mail at jonathan.keyes@suffolkcountyny.gov.

SCORING SYSTEM

This scoring system is used by the Downtown Revitalization Citizens Advisory Panel in its evaluation of each application. Each application is scored individually by each panel member and the scores of all panel members are combined. This criteria-based system assists in the panel's effort to recommend funding for projects that will contribute the greatest to the long-term improvement of local downtown business areas and have a positive economic impact on Suffolk County as a whole. Each of the five criteria is indicated on the application.

Criteria	Points Awarded
Project Is in or Adjacent to a Downtown	0-20 Points
Reasonable Expectation of Completion within Contract Term	0-20 Points
Part of a Downtown Improvement Plan	0-20 Points
Provides Economic Benefits	0-20 Points
Leverage of Additional Funds*	0-20 Points
TOTAL	0-100 POINTS

*** DEFINED SCALE FOR LEVERAGE OF ADDITIONAL FUNDS**

<i>Percentage of Project Cost That Is Leveraged</i>	<i>Points Awarded</i>
50% and higher	20
45 - 49%	18
40 - 44%	15
35 - 39%	12
30 - 34%	10
25 - 29%	7
20 - 24%	5
15 - 19%	3
11 - 15%	2
1 - 10%	1
0%	0

RESOURCES AND REFERENCES

The following websites and resources provide many ideas and examples for beautiful and innovative placemaking and revitalization projects. Applicants are encouraged to review these materials for inspiration!

Suffolk County's Downtown Revitalization Best Practices Guide (Published in February 2022)	https://www.suffolkcountyny.gov/Departments/Economic-Development-and-Planning/Economic-
The Project for Public Spaces	https://www.pps.org/
Next City	https://nextcity.org/
Congress for the New Urbanism	https://www.cnu.org/resources
Strong Towns	https://www.strongtowns.org/
National Association of City Transportation Officials	https://nacto.org/
Planetizen	https://www.planetizen.com/

Appendix of Required Submission Attachments

SAMPLE RESOLUTION

Downtown Revitalization Program-Paragraphs for Town/Village Owned Land

WHEREAS, the Town/Village of _____ is always desirous to improve the economy and quality of life within the Town/Village of _____; and

WHEREAS, through the Suffolk County Downtown Revitalization Program, the County of Suffolk participates with local governments in the development, support and funding of projects located in Suffolk County that will have an important and sustainable impact on downtowns and business districts; and

WHEREAS, as part of the application process in conformity with Suffolk County Resolution No. 808-1998, the County of Suffolk requires a resolution of the Town/Village Board showing local support for the proposed project; and

WHEREAS, upon the County's approval of the project, the Town/Village would be required to enter into an intermunicipal agreement with the County under Article 5-G of the General Municipal Law pursuant to which the Town/Village of _____ would be required to undertake and complete the project and the County would be responsible for providing financing for all or part of the cost of the project; and

WHEREAS, in order to provide County financing for all or part of the project, the County of Suffolk must obtain a leasehold, easement or other real property interest in the site of the project; and

WHEREAS, the _____ Association is desirous of proposing that the Town/Village of _____ participate in such program in connection with [explain project] and the Town/Village has applied [will be applying] for \$_____ under the program;

NOW THEREFORE, BE IT RESOLVED, that the Town/Village Board of the Town/Village of _____ hereby states its support of the _____ project proposed by the _____ Association pursuant to the Suffolk County Downtown Revitalization Program through the Town/Village of _____; and be it further

RESOLVED, that the Town/Village Board authorizes the Supervisor (or Deputy Supervisor)/Mayor to sign any and all necessary documents, including but not limited to the required easement/lease documents and an intermunicipal agreement, subject to review and approval of the Town/Village Attorney, to participate in the above referenced program.

SAMPLE RESOLUTION

Downtown Revitalization Program-Paragraphs for State Owned Land

WHEREAS, the Town/Village of _____ is always desirous to improve the economy and quality of life within the Town/Village of _____; and

WHEREAS, through the Suffolk County Downtown Revitalization Program, the County of Suffolk participates with local governments in the development, support and funding of projects located in Suffolk County that will have an important and sustainable impact on downtowns and business districts; and

WHEREAS, as part of the application process in conformity with Suffolk County Resolution No. 808-1998, the County of Suffolk requires a resolution of the Town/Village Board showing local support for the proposed project; and

WHEREAS, upon the County's approval of the project, the Town/Village would be required to enter into an intermunicipal agreement with the County under Article 5-G of the General Municipal Law pursuant to which the Town/Village of _____ would be required to undertake and complete the project and the County would be responsible for providing financing for all or part of the cost of the project; and

WHEREAS, the Town/Village has a permit with New York State for use of the portion of the _____ owned by the State; and

WHEREAS, in order to provide County financing for all or part of the project, the County of Suffolk must obtain a leasehold, easement or other real property interest in the site of the project; and

WHEREAS, the _____ Association is desirous of proposing that the Town/Village of _____ participate in such program in connection with [explain project] which is located on New York State owned land, and the Town/Village has applied [will be applying] for \$ _____ under the program;

NOW THEREFORE, BE IT RESOLVED, that the Town/Village Board of the Town/Village of _____ hereby states its support of the _____ project proposed by the _____ Association pursuant to the Suffolk County Downtown Revitalization Program through the Town/Village of _____; and be it further

RESOLVED, that the Town/Village shall take all necessary action to obtain the required easement, lease, permit or other real property interest in the site of the project from the State of New York; and be it further

RESOLVED, that the Town/Village Board authorizes the Supervisor (or Deputy Supervisor)/Mayor to sign any and all necessary documents, including but not limited to the required easement/lease documents and an intermunicipal agreement, subject to review and approval of the Town/Village Attorney, to participate in the above referenced program.

SAMPLE EASEMENT
(Do not include with application)

THIS INDENTURE, made this ____ day of _____, _____, between the **MUNICIPALITY NAME**, a municipal corporation of the State of New York having its principal place of business at **MUNICIPALITY ADDRESS** (hereinafter referred to as “Grantor”); and the **County of Suffolk**, a municipal corporation of the State of New York with offices at Suffolk County Center, Center Drive, Riverhead, New York 11901 (hereinafter referred to as “Grantee”):

WITNESSETH:

WHEREAS, the Grantor covenants that it is seized of certain premises (the “Subject Premises”) described in Schedule “A”, attached hereto and made a part hereof, of which a Map or Survey is also attached hereto and made a part of hereof, as Schedule “B”, and further the Grantor also covenants that it has good right and title to convey the Subject Premises; and

WHEREAS, the Grantor desires to participate in the Grantee’s Downtown Revitalization / Beautification and Renewal Program, which will consist of a joint project in which the Grantee shall agree, pursuant to an intermunicipal agreement between the Grantor and the Grantee, to assist in the financing of the construction of certain infrastructure improvements on land not owned by the Grantee; and

WHEREAS, in conformity with the Grantee’s Downtown Revitalization / Beautification and Renewal Program, the Grantor is required to grant an easement to the Grantee, comprised of that portion of the Subject Premises upon which such infrastructure improvements will be built, along with the real property necessary to gain access to such infrastructure improvements; and

WHEREAS, the Grantor desires to convey an easement, for the time period stipulated in paragraph 6 of this Indenture, on, over, across and in all or a portion of the Subject Premises to the Grantee, and its successors and assigns, for the purposes as set forth below:

NOW, THEREFORE, the Grantor does hereby grant and convey unto the Grantee, and its successors and assigns, an easement on, over, across and in all or a portion of the Subject Premises (hereinafter referred to as the “Easement,” described in Schedule “C”, attached hereto and made a part hereof, of which a map or survey is also attached herein and made a part hereof as Schedule “D”).

Said Easement herein granted includes the following rights and privileges:

1. The right and privilege, but not the obligation or duty, to ascertain site conditions and/or inspect, build, operate, maintain, remediate and gain access, as necessary, to the following infrastructure improvements (the “Infrastructure Improvements”) at the Subject Premises without limitation, along with the real property necessary to gain access to such Infrastructure Improvements:

A) **IMPROVEMENTS DESCRIPTION** pursuant to Suffolk County Resolution **RESOLUTION NUMBER**.

2. Such right and privilege is for the purpose of protecting the Grantee’s interest in this Easement only, and is not for the purpose of ensuring the safety of persons on or near the Subject Premises.

3. The right and privilege shall be deemed to include, but not be limited to, ingress and egress over the Subject Premises in order to accomplish the rights and privileges granted in paragraph 1 of this Easement; and

4. The right to clear and disturb, in any reasonable manner, form or way, without limitation, the Subject Premises to effectuate the terms of this Easement.

TO HAVE AND TO HOLD, the rights and easements granted herein unto the Grantee, and its successors and assigns, and which shall run with the Subject Premises for the time period stipulated in paragraph 6 of this Easement, said Grantor and Grantee mutually agree and covenant as follows:

5. All Infrastructure Improvements as identified in paragraph 1 above, constructed by or on behalf of the Grantor, and its successors and assigns, upon the Easement, shall be and remain property of the Grantee, and its successors and assigns, until such time as this Easement is terminated.

6. a. This Easement shall commence upon its execution by the Grantor, and is deemed a condition precedent for the Grantee's participation in the funding of the Grantor's Infrastructure Improvements via the Grantee's issuance of its notes and /or bonds.

b. This Easement shall terminate upon the condition precedent of written notice given by the Grantee to the Grantor, upon the occurrence of either of the following events:

(i) That the subject notes and/or bonds issued to finance all or part of the costs of the Infrastructure Improvements are fully paid and retired.

(ii) Upon full payment by the Grantor to the Grantee, of an amount comprised of the outstanding principal amount of the Grantee's notes and/or bonds issued to finance all or part of the cost of the Infrastructure Improvements, plus all of the Grantee's issuance costs, interest costs, redemption premiums, and penalties, if any, and administrative soft costs therefore, should there be any failure to comply with the terms and conditions of the Capital Project Agreement between the Grantor and the Grantee of even date herewith.

7. The Grantee shall have the right of quiet enjoyment of said rights and easement.

8. The Grantee agrees to reasonably restore any Easement area(s) or other areas on the Subject Premises disturbed by the Grantee to a condition similar to that which existed prior to the disturbance.

9. The Grantor agrees that the terms, conditions, covenants, restrictions, and purposes of this Easement shall continue for the time period stipulated in paragraph 6 above, and the same shall be incorporated by reference in any subsequent deed or other legal instrument by which the Grantor divests itself of either the fee simple title to, or other possessory interest in the Subject Premises, or any portion thereof, specifically setting forth the date of this Easement and also the date that this Easement was recorded in the Suffolk County Clerk's Office, and the Liber and page thereof.

10. Except as set forth in paragraph 11 below, any rule of strict construction designed to limit the breadth of the restrictions in the use of the Easement shall not apply in the construction or interpretation of this Easement, and, this Easement shall be interpreted broadly to effectuate the purposes of this Easement as intended by the Grantor and Grantee.

11. The Grantor and Grantee acknowledge, agree and accept that this Easement shall be deemed to have been made pursuant to and in accordance with Suffolk County Legislative Resolution No. 808-1998 and

the Rules and Regulations promulgated thereunder, and the Grantor shall be, and remain in compliance therewith.

12. Notwithstanding anything to the contrary, the Grantor, and its successors and assigns, agree that anyone who legally uses the Subject Premises, shall have the reasonable right to reasonably cross over the Easement, so long as the Grantee's rights, privileges and usage, as stipulated in this Easement, are not obstructed thereby.

13. The Grantor shall maintain the Easement in good repair at its sole cost and expense.

14. The Grantor shall, at its sole cost and expense, secure any and all permits or licenses which may be lawfully required by, and shall abide by all laws, rules, regulations and codes of, each and every municipality and/or department and/or agency, whether federal, state, or local, having jurisdiction in or over the Easement.

15. It is intended by the parties to this Indenture that the Easement is necessary for the issuance of bonds in connection with the Grantee's Downtown Revitalization / Beautification and Renewal Program and the Grantor's participation in such program, and is not intended to establish any liability to the Grantee regarding any construction, building or work performed at the Subject Premises. The Grantor agrees that it shall protect, indemnify and hold harmless the Grantee and its officers, officials, employees, contractors, agents and other persons from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions and reasonable attorneys' fees, whatsoever, arising out of the acts, omissions or the negligence of the Grantor in connection with any construction, building and work performed at the Subject Premises, the use of the Subject Premises and this Easement. The Grantor shall defend the Grantee and its officers, officials, employees, contractors, agents and other persons in any claim and/or suit, including appeals, or at the Grantee's option, pay the Grantee reasonable attorneys' fees for defense of any such suit arising out of the acts, omissions or negligence of the Grantor, its officers, officials, employees, subcontractors or agents, if any, in connection with any construction, building and work performed at the Subject Premises, the use of the Subject Premises and this Easement.

16. The Grantor represents and warrants that neither the Grantor nor any official, officer, or employee of Grantor, has offered or given any gratuity to any official, employee or agent of Grantee, Suffolk County, New York State or any political party with the purpose or intent of securing favorable treatment with respect to the awarding or amending of an agreement, or the making of any determinations with respect to the performance of an agreement, and that Grantor has read and is familiar with the provisions of Suffolk County Local Law Number 32-1980.

17. The Grantor, in compliance with Section 13 of the Lien Law, hereby covenants that the Grantor will receive the funding provided by the Grantee under the Grantee's Downtown Revitalization / Beautification and Renewal Program and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvements and will apply the same first to the payment of the cost of the improvements before using any part of the total of the same for any purpose.

18. This Easement shall run with the land and shall be binding upon the parties thereto, their heirs, distributees, executors, successors, and assigns for the time period set forth in paragraph 6 above.

- Balance of page intentionally left blank -

IN WITNESS WHEREOF, the Grantor and Grantee have duly executed this Easement as of the date first above written.

MUNICIPALITY NAME

County of Suffolk

By: _____

By: _____

Name: _____

Print Name:

Title: _____

Title: Chief Deputy County Executive

Date: _____

Date: _____

**Approved:
Department of Economic Development &
Planning**

By: _____

Deputy County Executive and
Commissioner

Date: _____

**Approved as to Form:
Dennis M. Cohen**

By: _____

Brittany L. Toledano
Assistant County Attorney

Date: _____

ACKNOWLEDGEMENTS

STATE OF NEW YORK}

SS:

COUNTY OF SUFFOLK}

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individuals(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Signature and office of individual taking acknowledgement)

STATE OF NEW YORK}

SS:

COUNTY OF SUFFOLK}

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individuals(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Signature and office of individual taking acknowledgement)

SAMPLE WRITTEN DESCRIPTION – TAX MAP PARCEL

SCHEDULE A

ALL that certain plot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in the [VILLAGE], [TOWN], County of Suffolk and State of New York, bounded and described as follows:

Tax Lot [XXXX-XX-XX-XX] on the County of Suffolk Tax Map dated [DATE].

SAMPLE

SAMPLE WRITTEN DESCRIPTION – RIGHT-OF-WAY

SCHEDULE A

LEGAL DESCRIPTION

Being and intended to be that certain parcel of land situated in the Incorporated Village of Lindenhurst, Town of Babylon, Suffolk County, New York being more particularly described as the roadway known as North/South Wellwood Avenue between East/West Gates Avenue thence extending northward to the intersection known as Gary Street, including eight (8.00) feet on the east and west border of said roadway, more particularly known and described as follows:

Beginning at the northeast corner formed by the intersection known as South Wellwood Avenue and East Gates Avenue, thence running north approximately 2,435.00 feet, including entire roadway, and 8.00 feet east of Wellwood Avenue curb line to the southeast intersection of North Wellwood Avenue and Gary Street; thence westerly at right angles to the westerly side of North Wellwood Avenue approximately 50.00 feet; thence running parallel to North Wellwood Avenue 8.00 feet west of Wellwood Avenue curb line south to East Gates Avenue approximately 2,435.00 feet to the southwest corner of North Wellwood Avenue and East Gates Avenue; thence easterly at right angles to the northeast corner of North Wellwood Avenue and East Gates Avenue approximately 50.00 feet to the **Point of Beginning**.

SCHEDULE B



SAMPLE MAP – RIGHT-OF-WAY

SCHEDULE B

